APPENDIX 27

Code and Register Databases Guidance Document
from Current Contractor

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Introductory screen at URL www.westlaw.com.

Click on ">westlaw.com" to proceed.
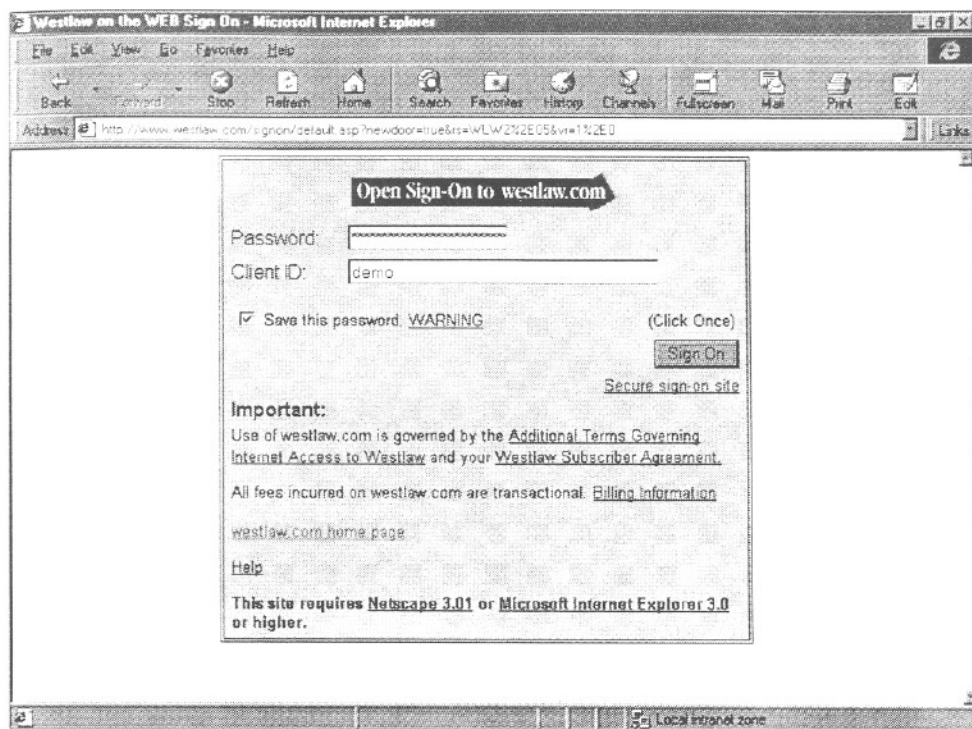
Enter Password and enter appropriate information at "Client ID." (Something must be entered as Client ID to continue.) Click once on "Sign On" button to proceed.

The first time signing on to Westlaw.com you will have to either enter the Database ID or select the New Jersey Administrative Code or New Jersey Register Database from the drop-down menu at the "Select a Database" box.
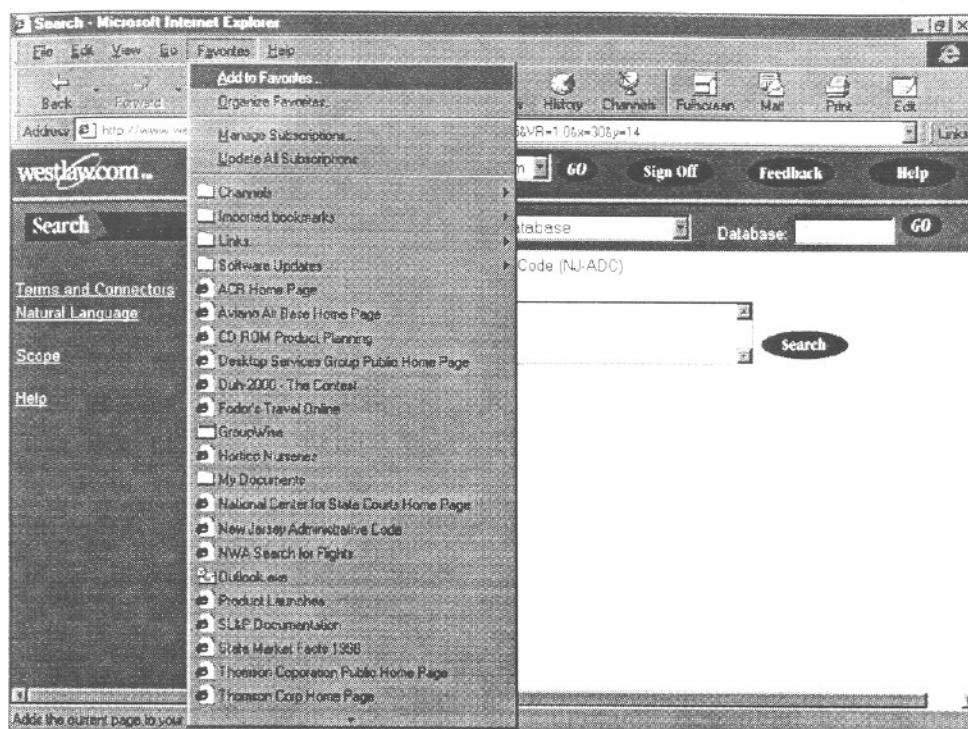
We are specifying the Database ID by typing in "nj-adc" for the New Jersey
Administrative Code. (The Database ID for the New Jersey Register is nj-adr.)
Click on "Go" to proceed.
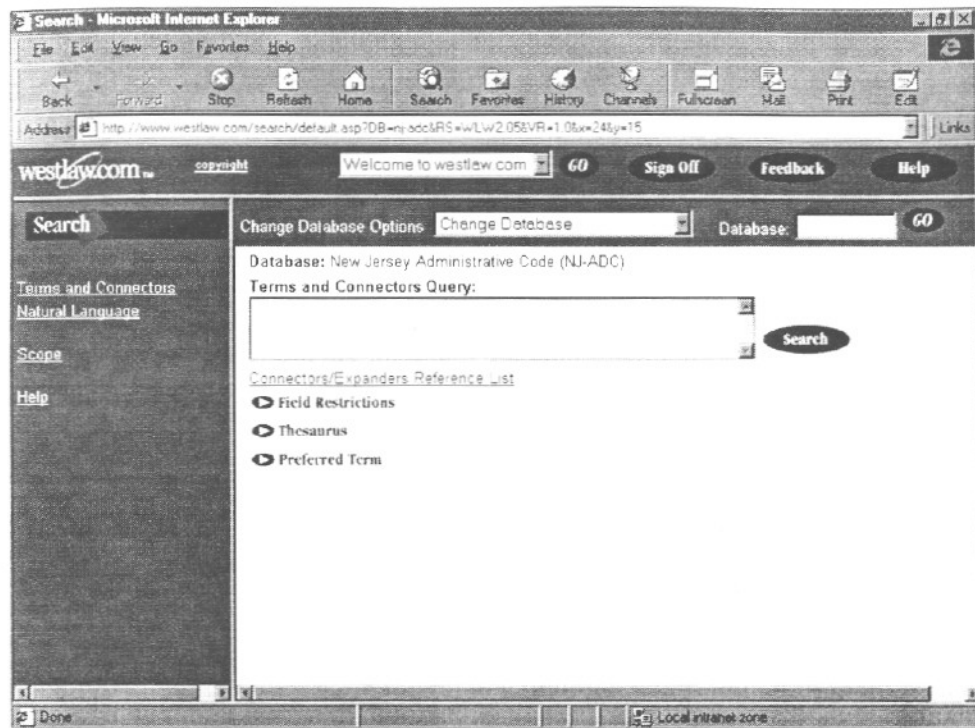
Before entering our first query we will bookmark, or add this screen, to our list of Favorites (called "Bookmarks" in Netscape).

To do this, click on "Favorites" in menu bar (do not click on the Favorites icon).
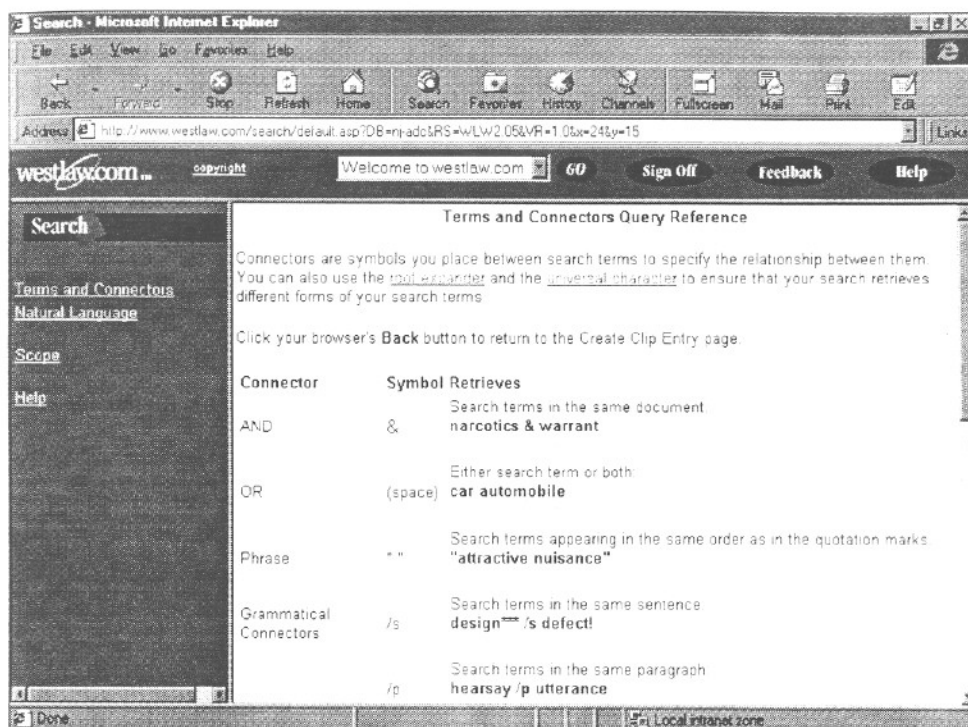
Click on "Add to Favorites."
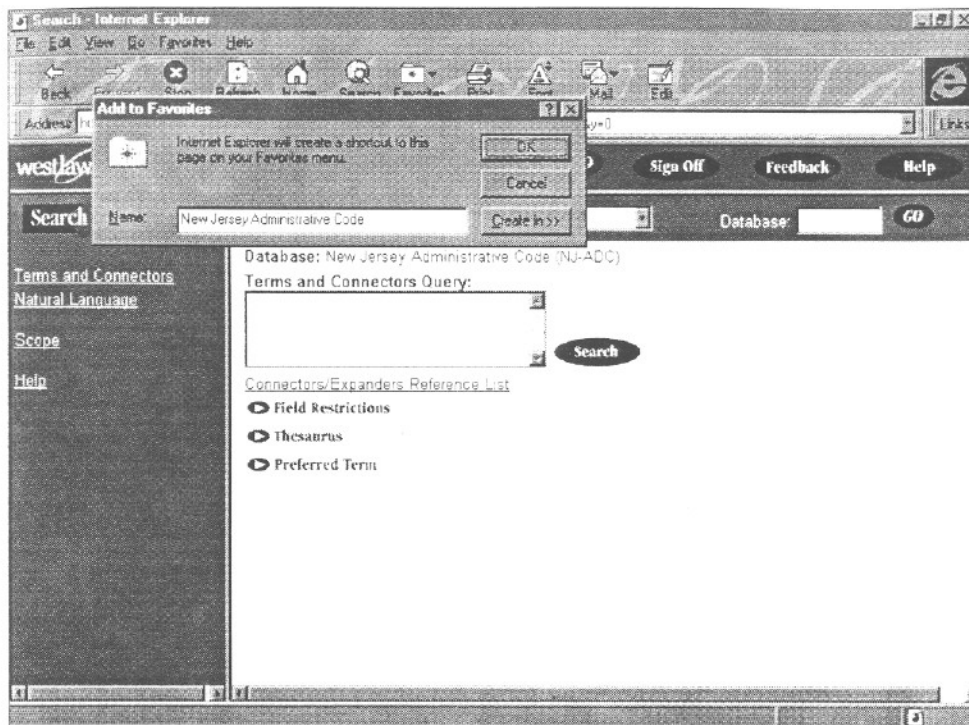
In "Name" box, delete "Search" and type in "New Jersey Administrative Code".

Click on "OK."
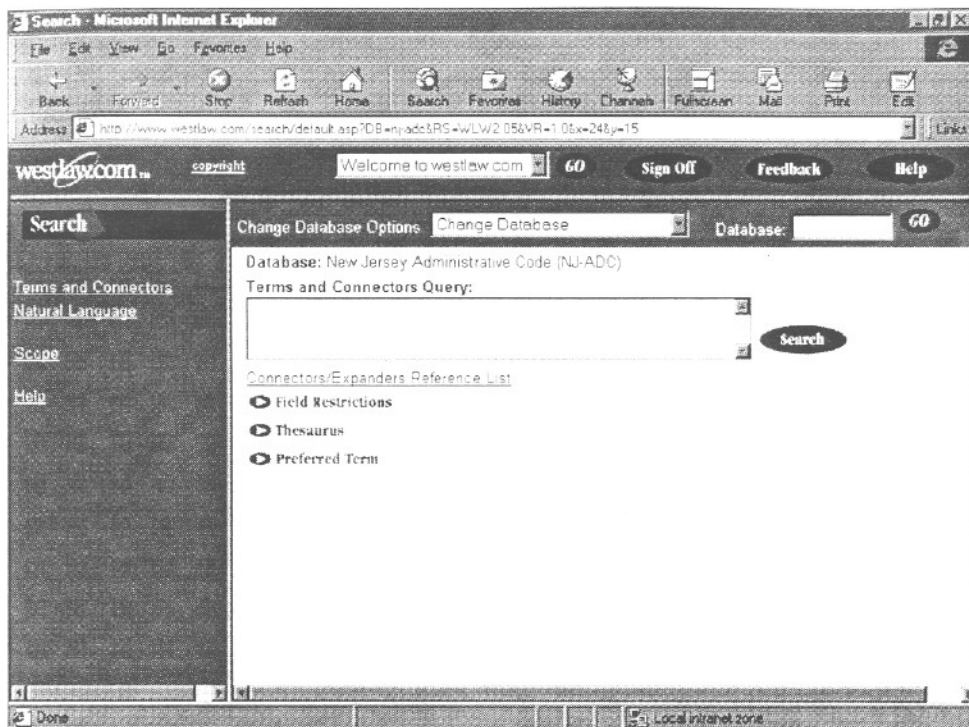
If we don't recall how to specify a search, we can click on
"Connectors/Expanders Reference List."

Search - Microsoft Internet Explorer

File Edit View Go Favorites Help

Back | Forward | Stop | Refresh | Home | Search | Favorites | History | Channels | Fullscreen | Mail | Print | Edit

Address http://www.westlaw.com/search/default.asp?DB=nj-adc&RS=WLW2.05&VR=1.0&x=24&y=15 | Links

westlaw.com | copyright | Welcome to westlaw.com | GO | Sign Off | Feedback | Help

Search

Terms and Connectors
Natural Language

Scope

Help

Terms and Connectors Query Reference

Connectors are symbols you place between search terms to specify the relationship between them. You can also use the root expander and the universal character to ensure that your search retrieves different forms of your search terms.

Click your browser's **Back** button to return to the Create Clip Entry page.

Connector	Symbol	Retrieves
AND	&	Search terms in the same document: **narcotics & warrant**
OR	(space)	Either search term or both: **car automobile**
Phrase	" "	Search terms appearing in the same order as in the quotation marks: **"attractive nuisance"**
Grammatical Connectors	/s	Search terms in the same sentence: **design*** /s defect!**
	/p	Search terms in the same paragraph: **hearsay /p utterance**

Done | Local intranet zone

For example, here we see that we can specify a search phrase by using quotation marks.

Use "Back" to go back to the search screen.
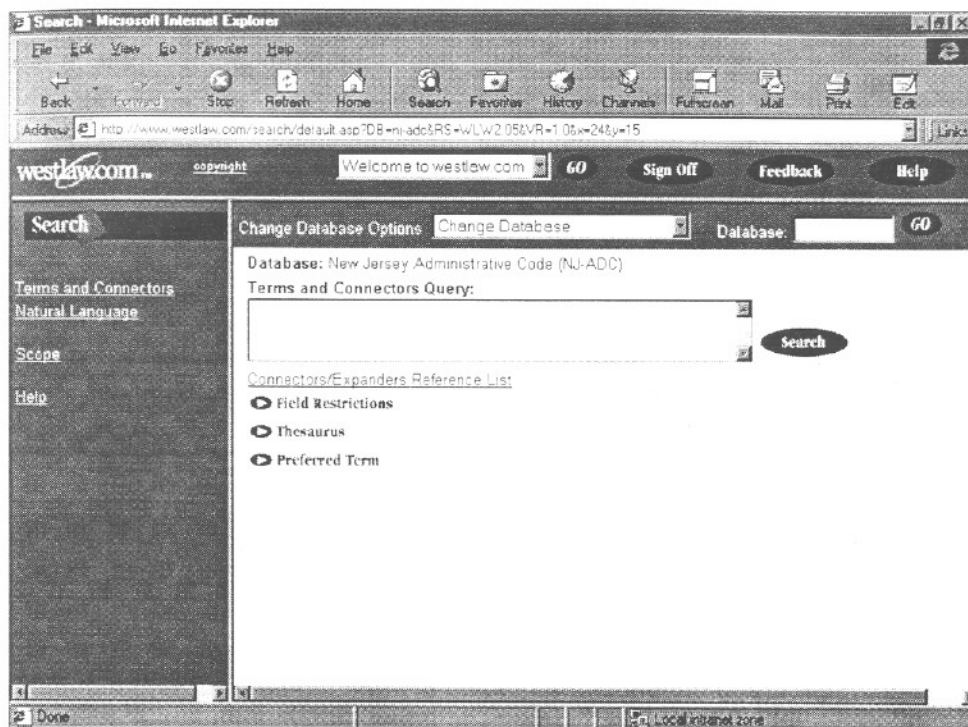
The search query is inserted in the "Terms and Connectors Query" box.
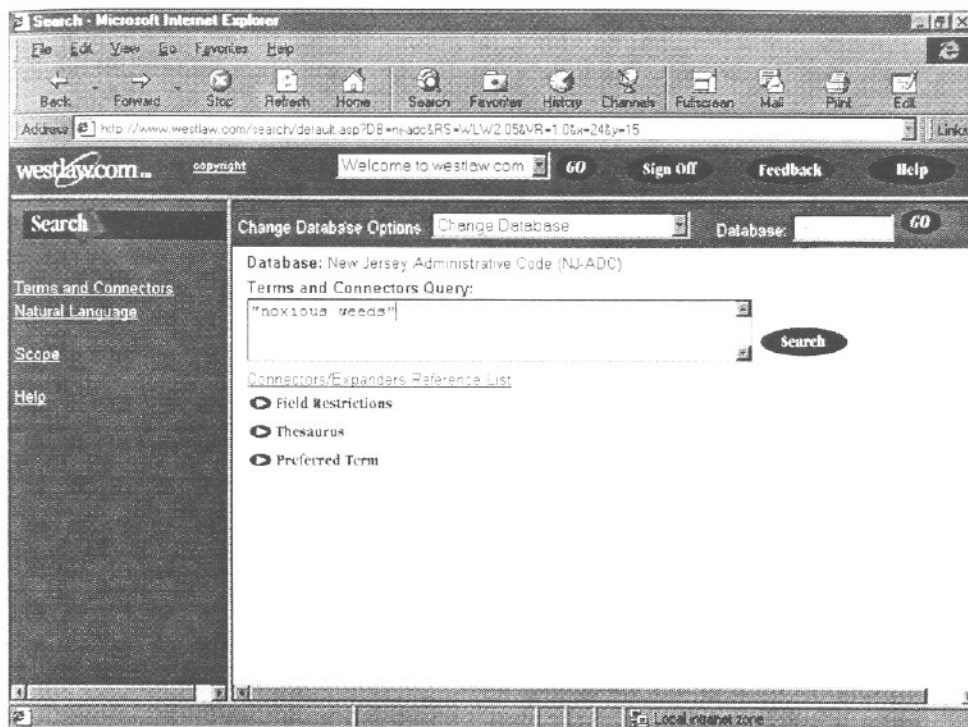
We have inserted the query for the phrase "noxious weeds." Click on "Search" to initiate the search.
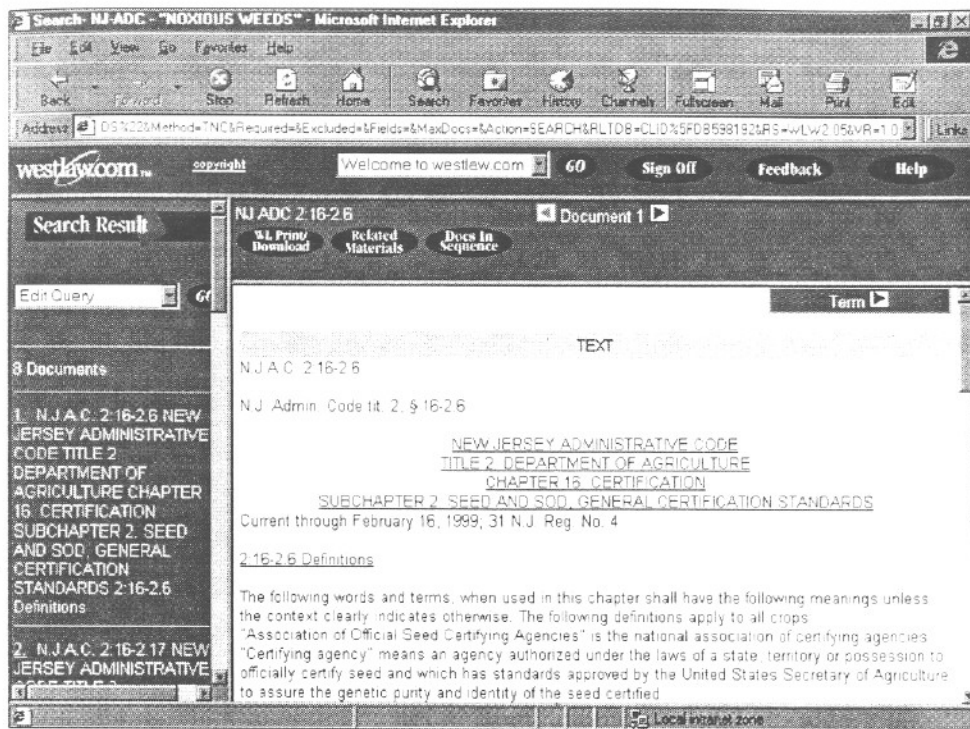
This is the first document resulting from our search.

In the left pane is a list from which we learn that there are eight documents which meet our search criteria and we see the document list. Scroll down on the left scroll bar to view a description of all eight documents.

Click on the right-pointing arrow beside "Term" to find the first instance of the search term "noxious weeds."
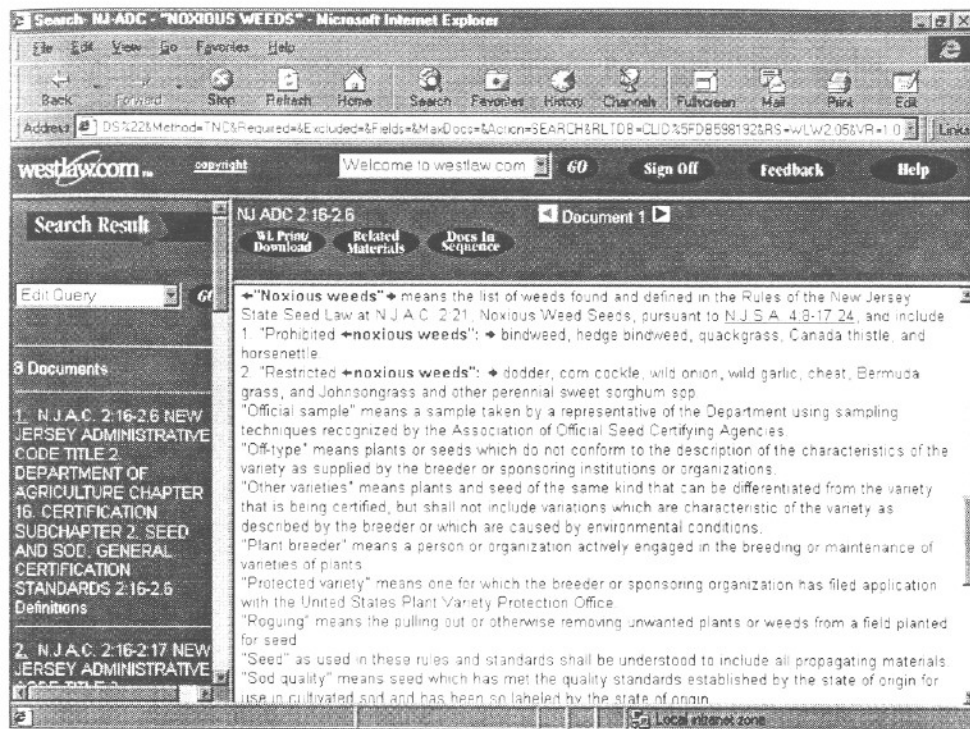
The first occurrence of the term "noxious weeds" is brought to the top of the screen. The arrows to the right and left of the search terms can be clicked on to move to the next or preceding occurrence of the term.
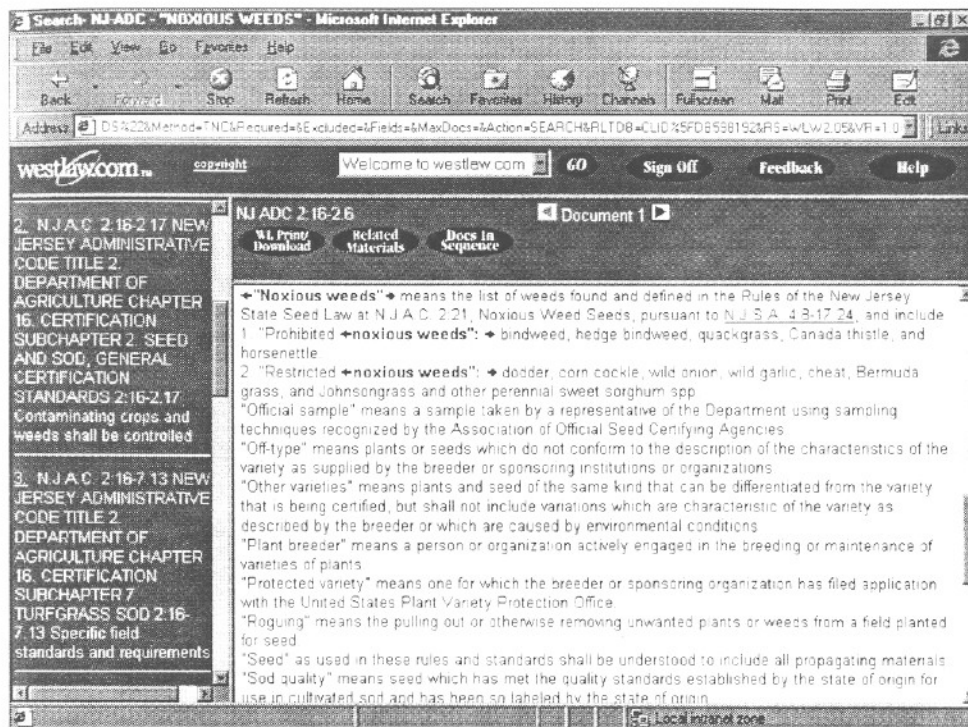
After examining our search results, we have concluded that this is not the document we want.

We have therefore scrolled down in the list of documents on the left to examine a description of the next document.

If you decide you want to see the second document, click on the underlined numeral 2 in the document list or click on the right-pointing arrow next to "Document 1".
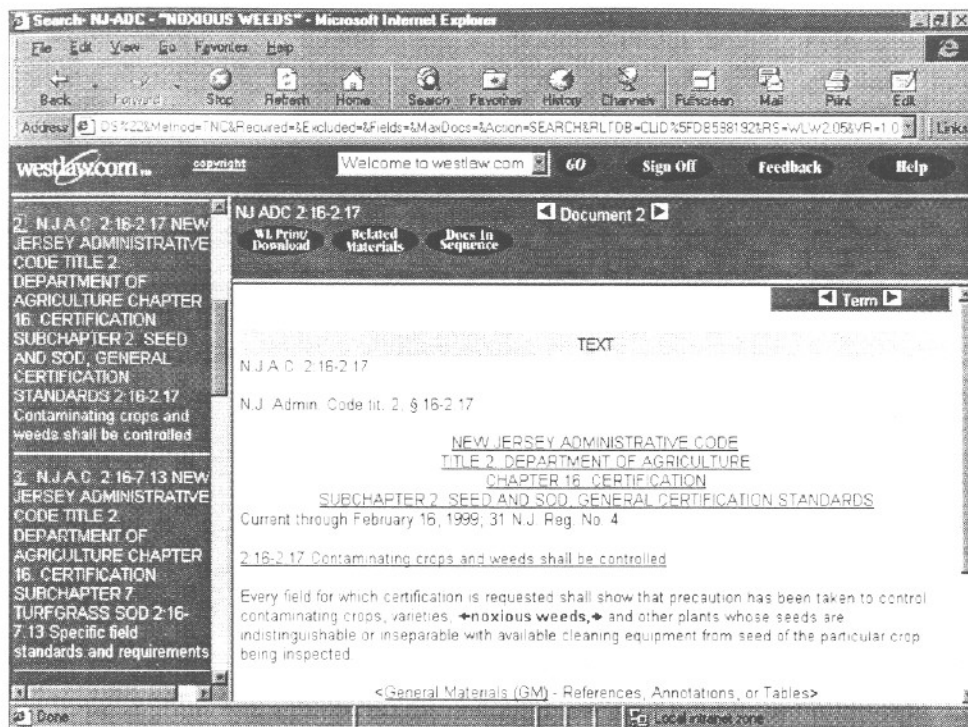
This is Document 2. After examining this document, if you conclude that you want to print it, click on "WL Print/Download."
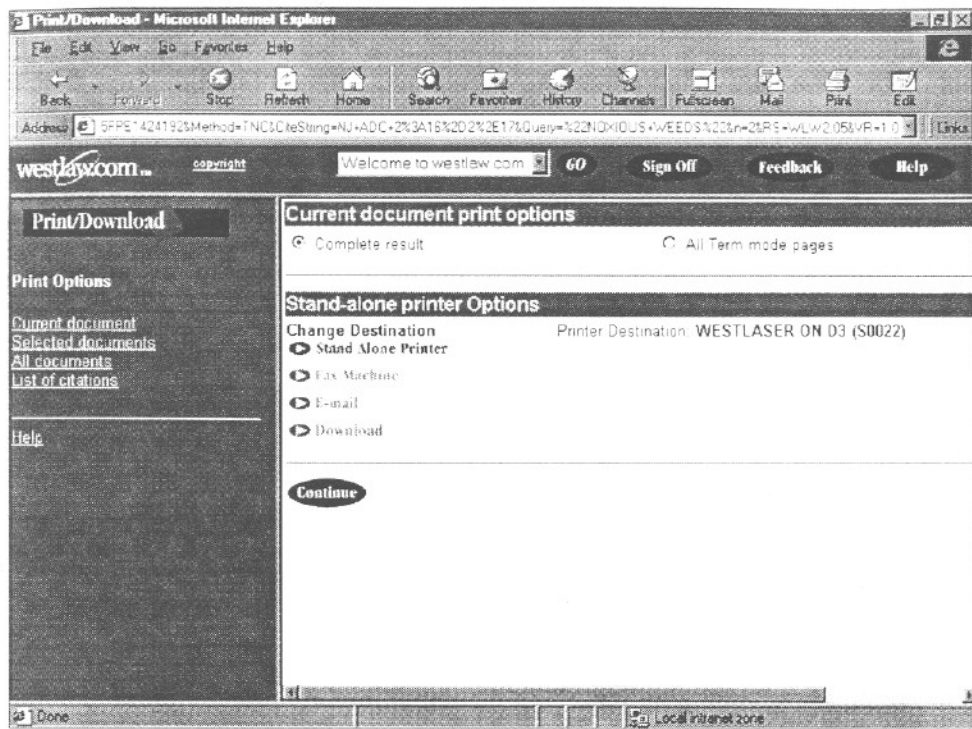
This screen allows you to choose among four destinations.

Under "Change Destination", choose "Download."
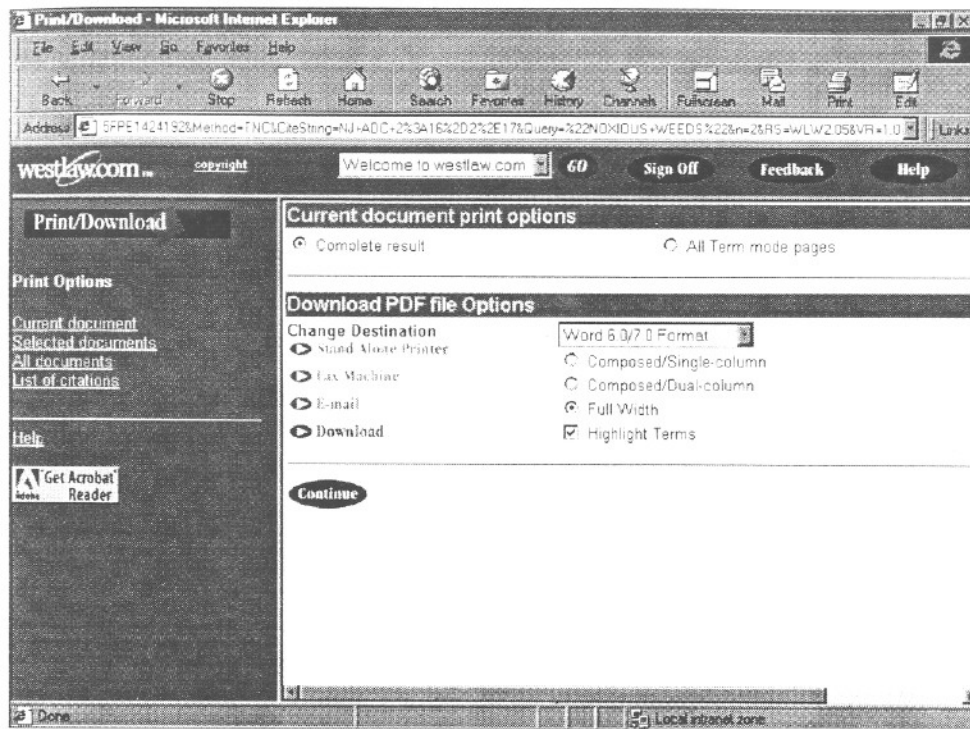
In this screen, confirm that under "Download PDF file Options" Word 6.0/7.0 Format is chosen. If it is not, click on the arrow to the right of the drop-down box in this portion of the screen and select "Word 6.0/7.0 format."

Click on "Continue."

You will briefly see a Progress Bar indicating that the system is gathering the information you requested. When the gathering is complete, the next screen will be automatically displayed.
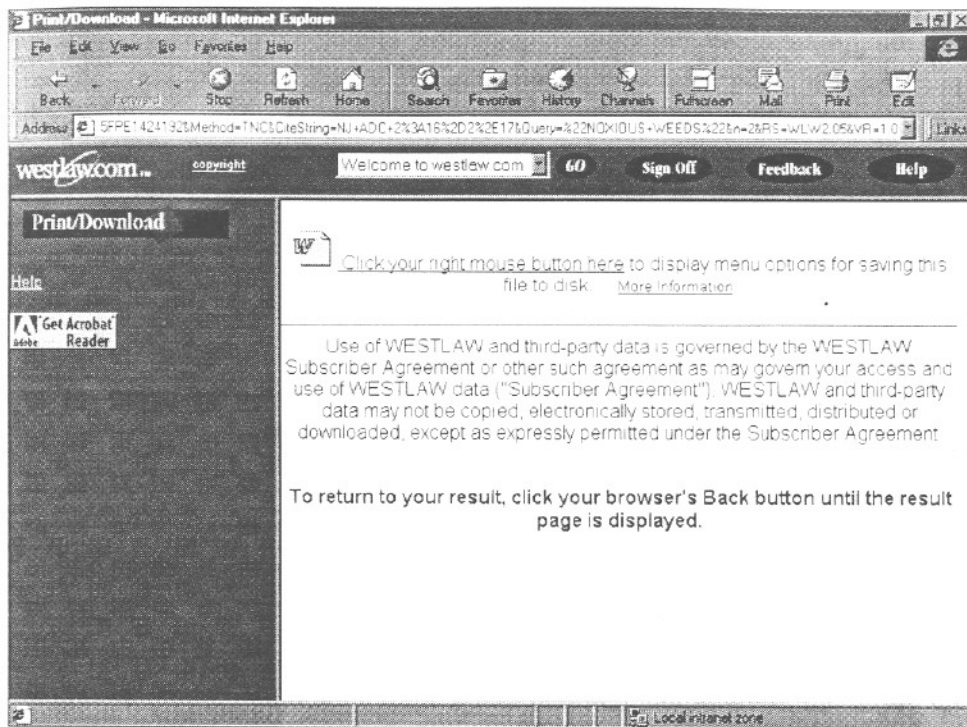
Click with the left mouse button on the Microsoft Word icon to open the document in a Word file.
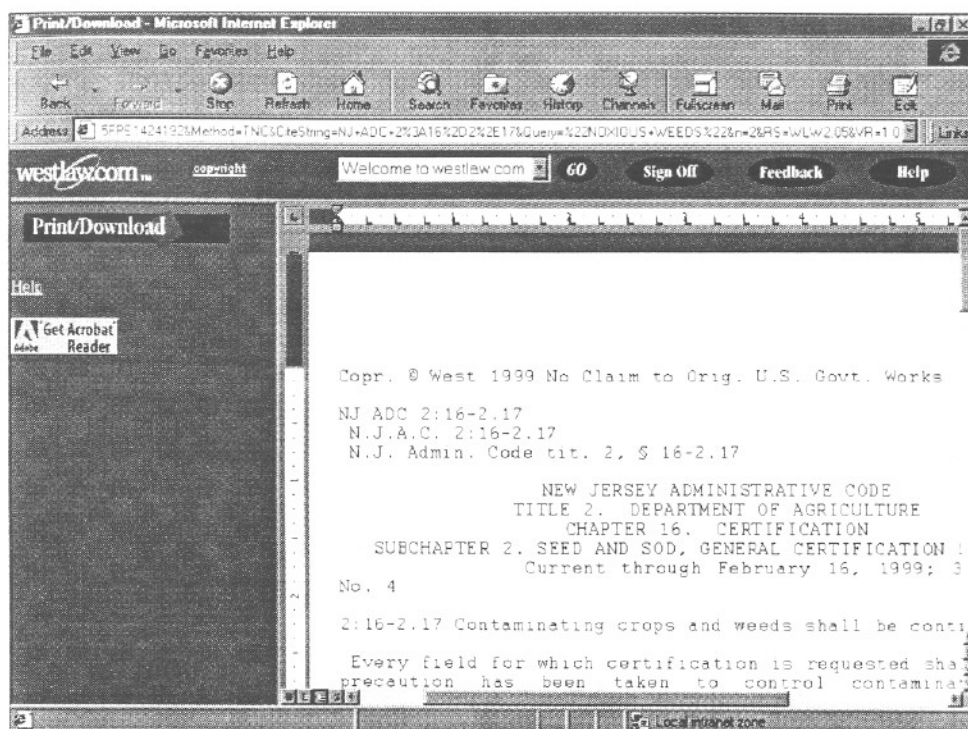
This document is now a Word file. If you wish to work with the document, you should save it by clicking on "File" in the upper left of the screen and selecting "Save As." Select a directory and name the file as desired.

Searches may also be limited in scope, by using the Field Restrictions feature (see pages 25 - 27). After entering the search term in the Terms and Connectors Query box, add an ampersand (&), leaving no intervening space. Then select "Field Restrictions" and enter in "CI()" the title (see pages 35 and 36), chapter or subchapter to which you want to limit the search. Then select "Continue," which will add the restriction to the Terms and Connectors Query, then select "Go" to commence the search. (The documents obtained by the search may be saved or printed as single documents or in their entirety (see pages 29 - 33A.)
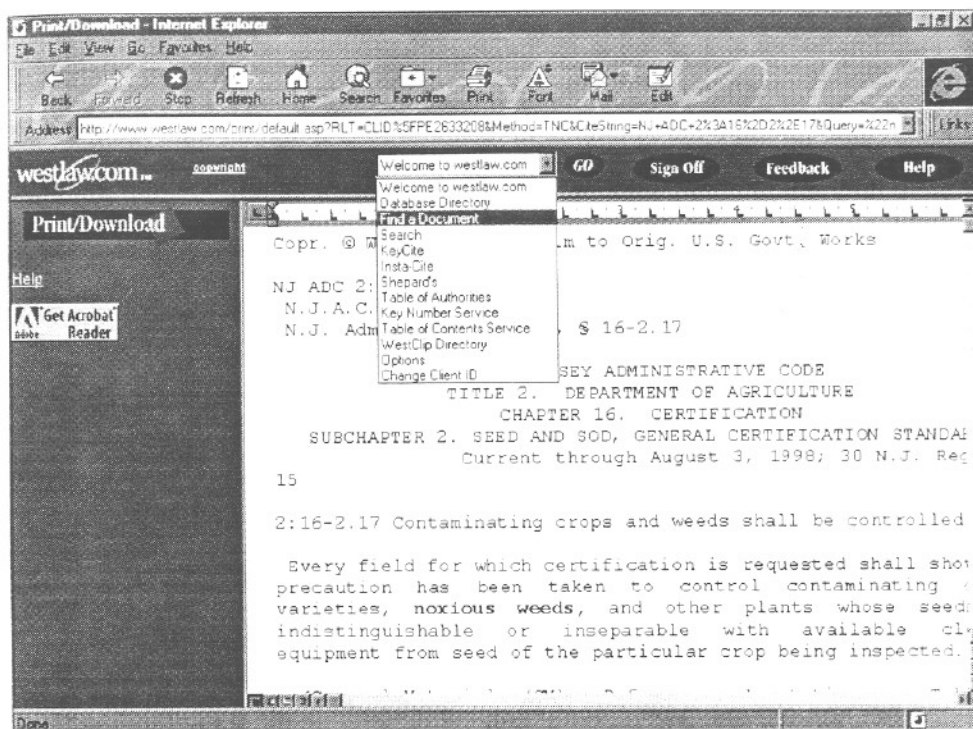
If you know the citation for the document you are seeking, an easy way to get it is by using Westlaw's Find feature.

Click on the down arrow next to the box reading "Welcome to westlaw.com." Then move the cursor down to "Find a Document" and click on that.
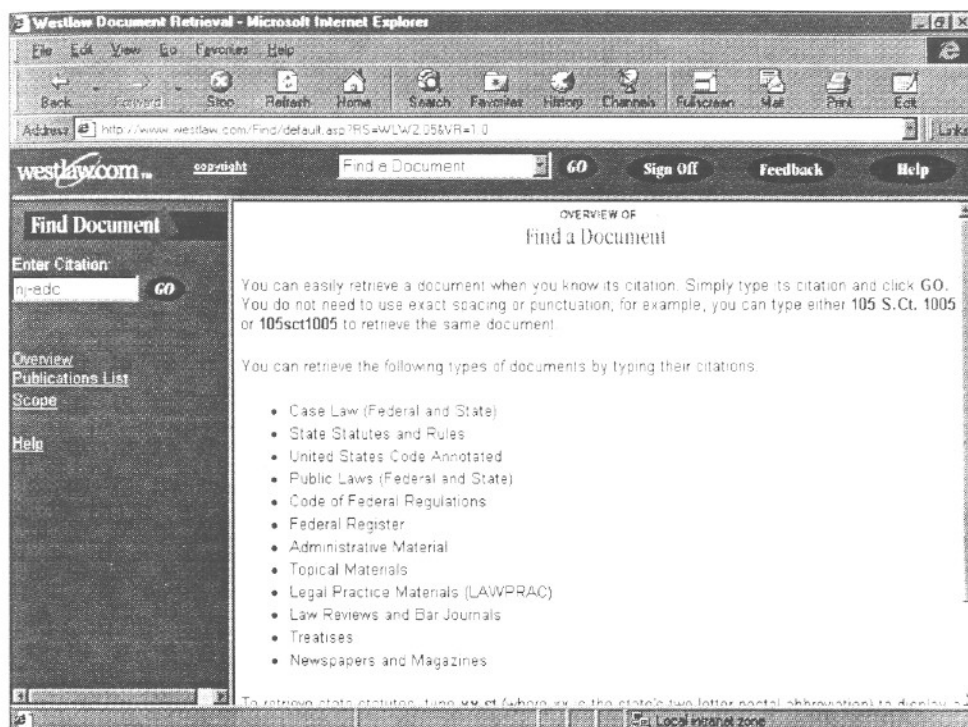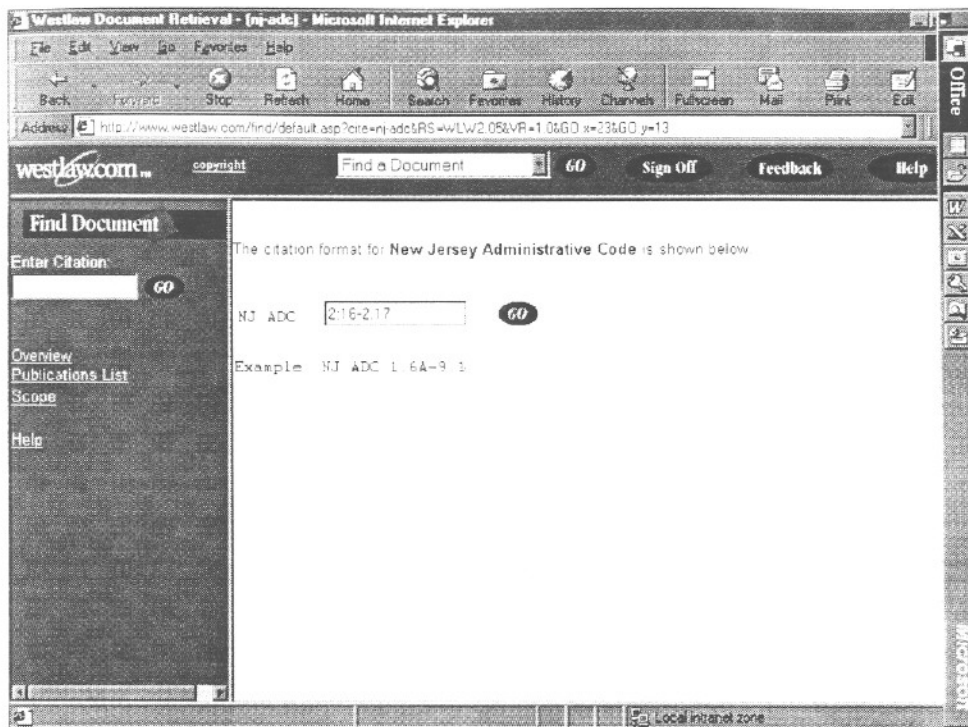
You then see the overview screen for the Find feature. In the "Enter Citation" box type "nj-adc". This is the identifier for the New Jersey Administrative Code database.

Click on "Go" to the right of the database identifier you just entered.
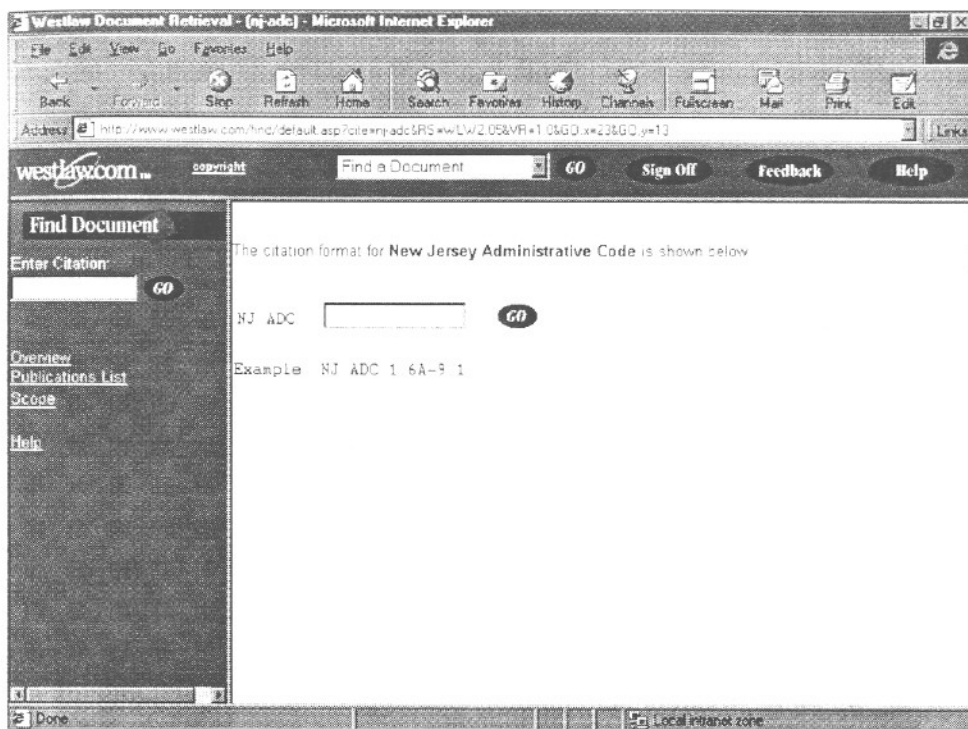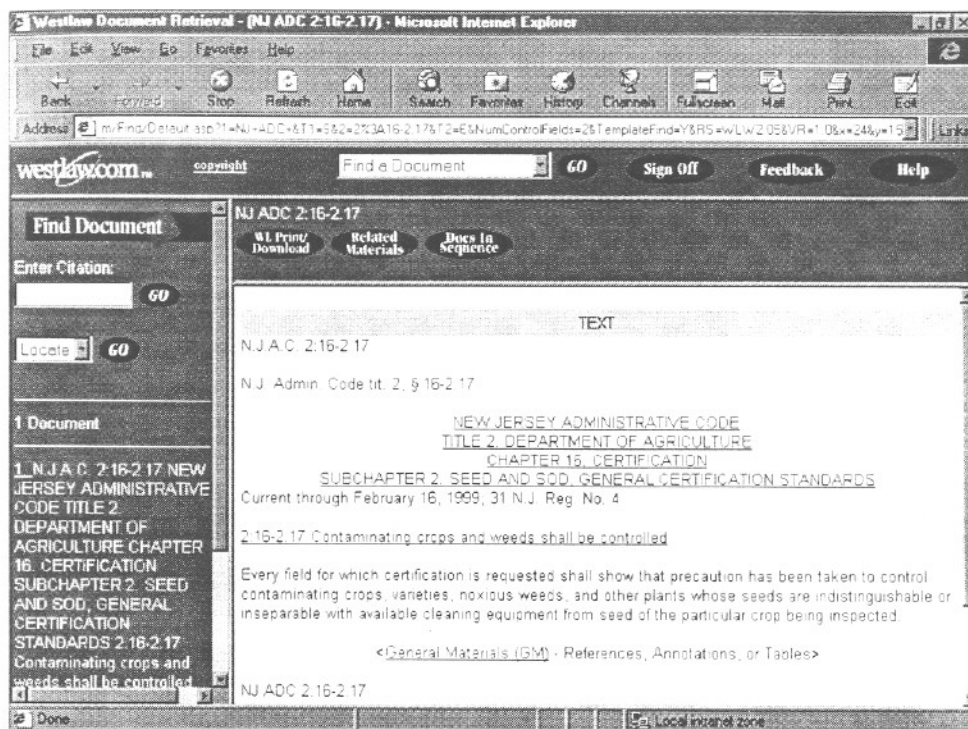
What you see next is a template screen in which you can enter the citation of the Code section you are seeking.
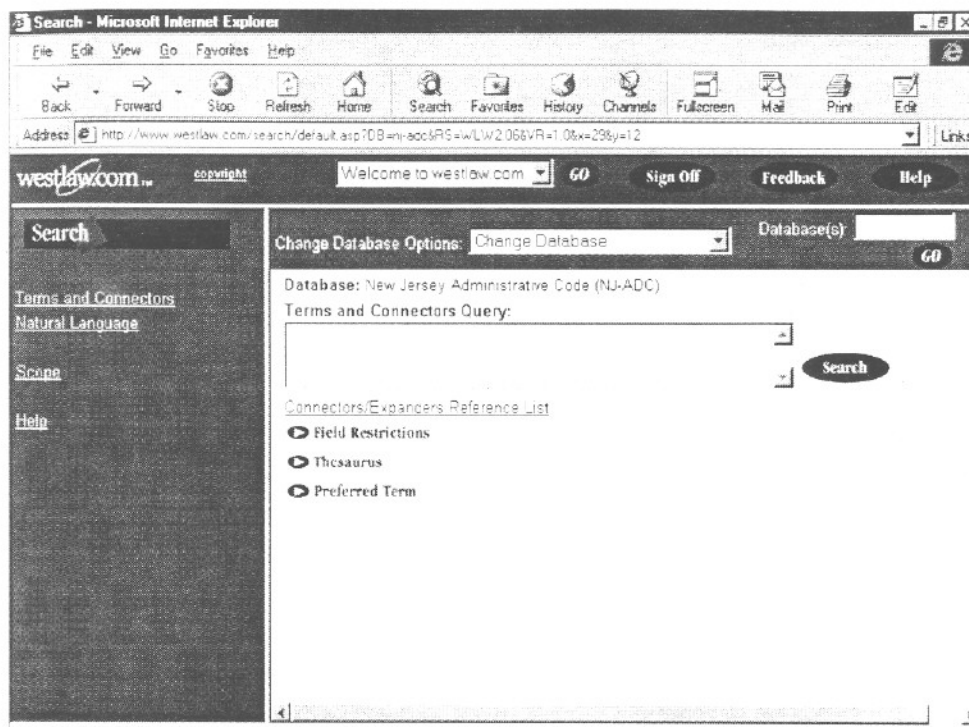
Enter the citation in the box appearing in the large white field, also known as a pane.

In this case we are looking for section 2:16-2.17 so we have entered that citation in the box.

Click on "Go" to the right of the citation you have just entered.

The result is that you are taken directly to the desired document.

Here's another scenario. What if you wanted to download or print an entire Chapter of the Code?

You would return to the Enter Query screen shown above. Since you have a particular Chapter in mind, we'll assume you know the citation for the Chapter. Your search will be centered on that Chapter citation.

In westlaw.com, citations occupy their own specific part of the database. This part is called the "citations field."

Click on "Field Restrictions".

You will be taken to a template which contains a number of different boxes allowing searches to be restricted to certain fields.

We are concerned with the first one only--the restriction of the search to the citations field.

Type in the citation for the Chapter you desire into the box related to Citation. In this case, we are looking for Chapter 1 of Title 1, so we type in "1:1", the citation for the desired Chapter.

Then click on "Go".
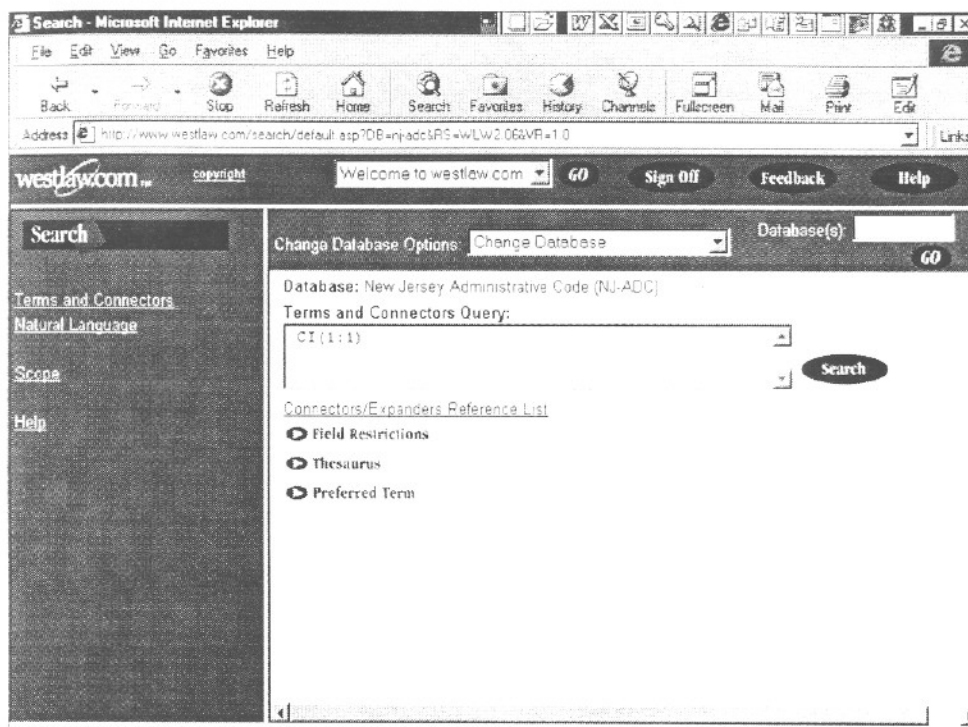
You are then taken back to the "Enter Query" screen with the information from the template filled in as the query. In this case, the query asks for all documents in the New Jersey Administrative Code that contain the citation 1:1. Since this is what we are looking for, click on "Search".
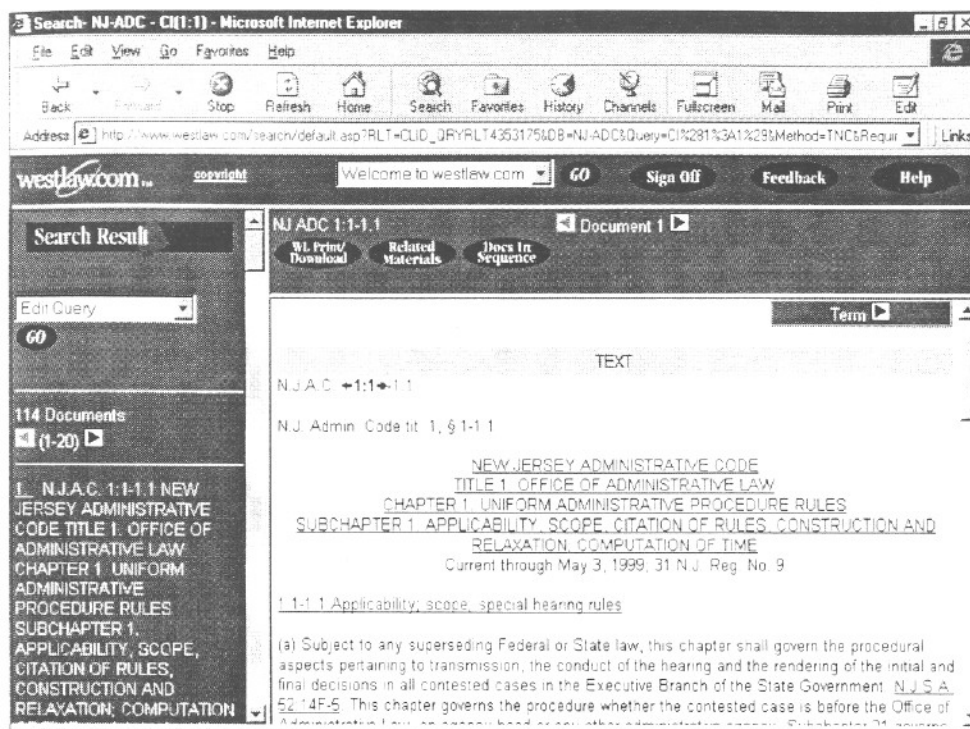
The search is executed on westlaw.com and what is retrieved is all documents that have 1:1 before the dash in their citations. In other words, what you get is all 114 documents of Chapter 1 of Title 1.

Click on "WL Print/Download".
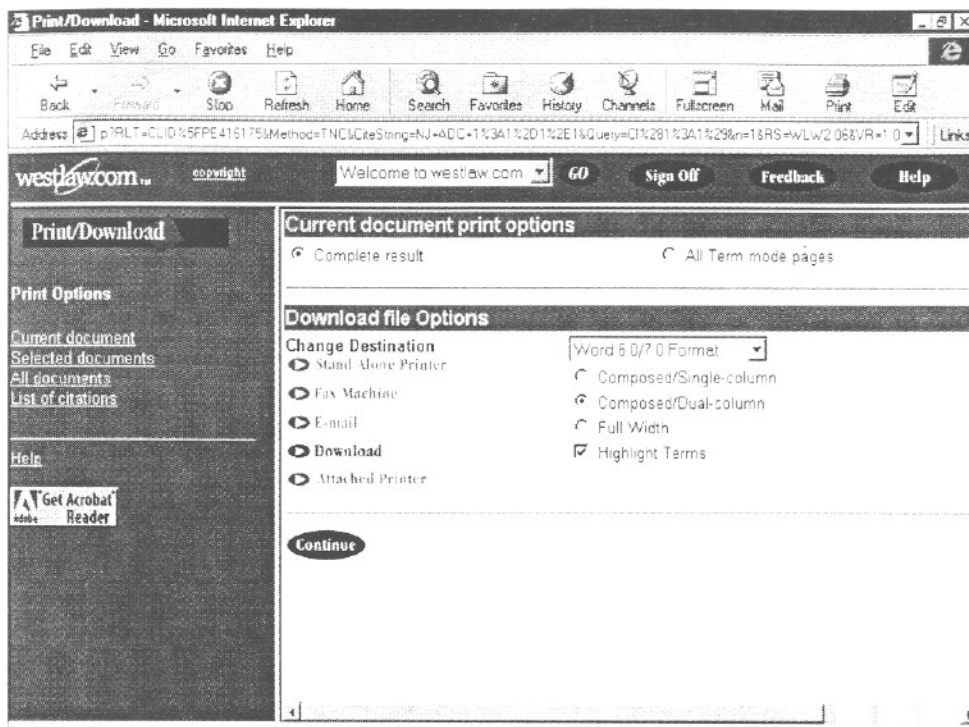
Let's assume you want to print the Chapter. Click on "Attached Printer" or "Stand Alone Printer" as appropriate for your computer's set up.
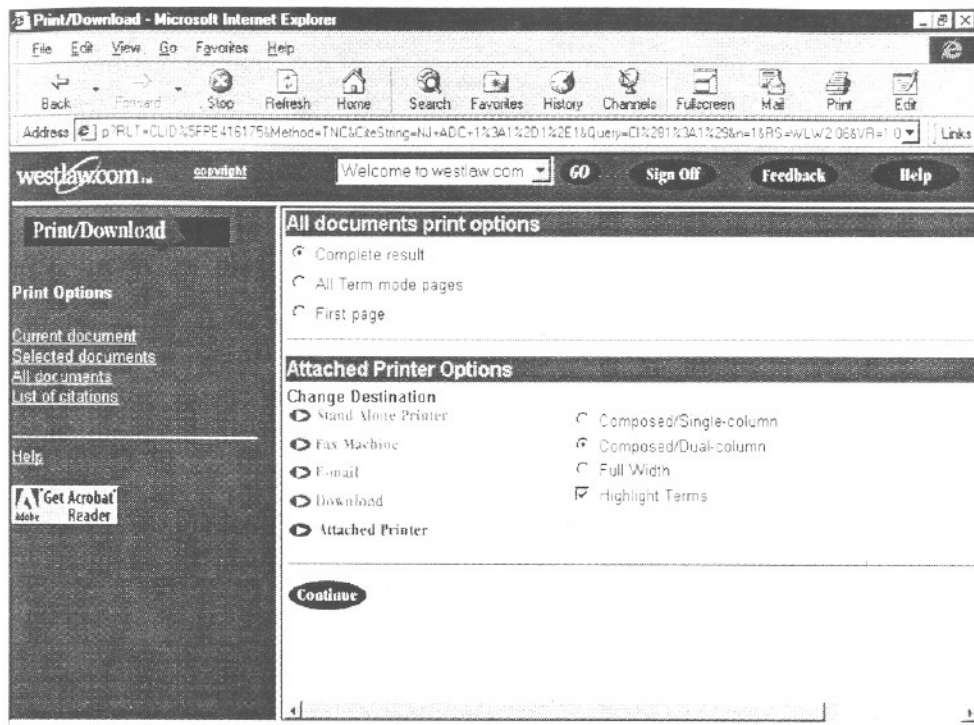
We've chosen "Attached Printer".

After verifying that "Complete result" is chosen under "All documents print options", click on "All documents" under "Print Options".

We then briefly se a progress bar.
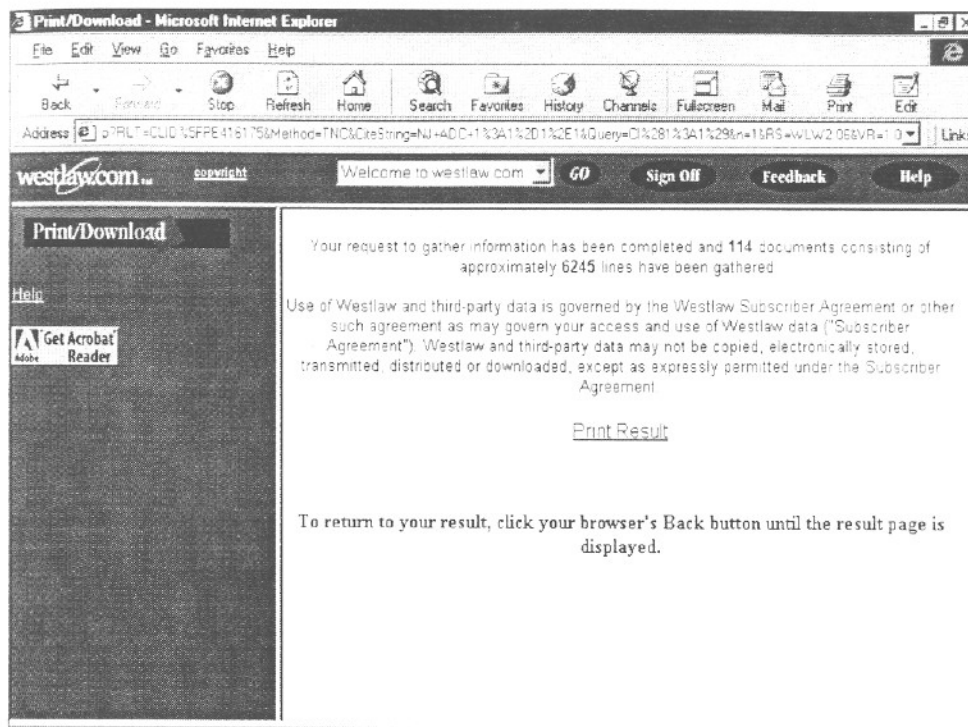
When the system is ready to deliver the requested print. you will see a summary of the material gathered for the print. The summary gives us some idea of the size of the print request. Depending upon the capacity and speed of your printer, you may or may not wish to proceed. Assuming you do want to go ahead with the print, click on "Print Result".

The print will then be delivered to your chosen printer.

As an alternative to printing through an "Attached Printer," such as through the Adobe Reader program, which may not be a feature on all pcs, the full chapter (or subchapter) text obtained through the search feature may be made into a Word (or other word processing program) file (see pages 15 - 19). After selecting "WL Print/Download," and the desired document Format has been confirmed on the resulting screen page, select "Download"; after the screen page has changed, select "All Documents" under "Print Options" in the left hand column; after the screen page has changed, select "Continue" (see page 17). The resulting Word (or other) document can then be printed through your pc's usual printer, saved to disk, or saved to your hard drive.
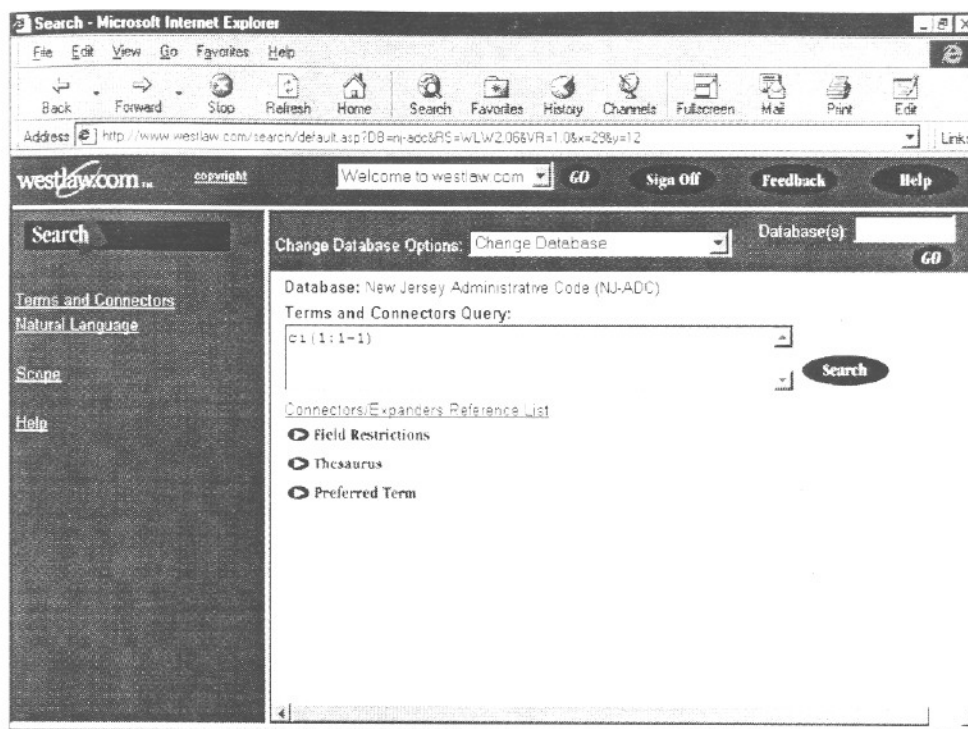
The same principle applies if you want to print or download a Subchapter of the New Jersey Administrative Code.

Here, we remembered how to format a query to restrict it to the citation filed, so we typed in the "ci ()" ourselves. We want to retrieve all of Subchapter 1 of Chapter 1 of Title 1, so within the parentheses we type in that portion of the citations for those documents that is common to all, namely "1:1-1". This will retrieve all of the desired documents when we click on "Search".
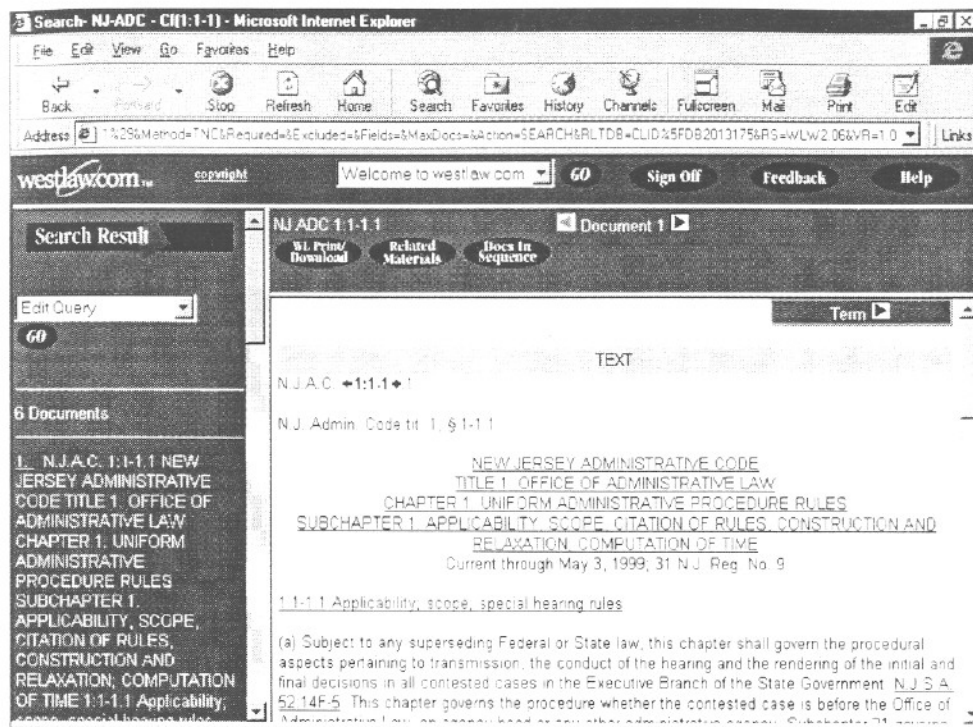
As expected, our Search Result contains only the six documents of Subchapter 1 of Chapter 1 of Title 1.

Now, let's say that, for whatever reason, you want to print or download an entire Title of the Code. Here's where it is just a little bit different.
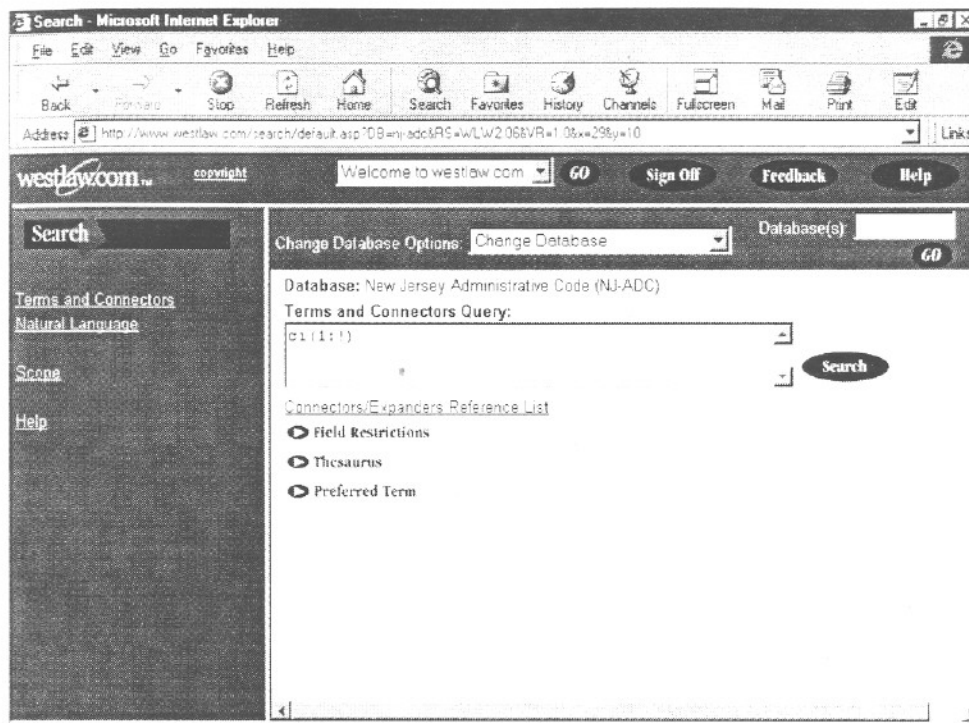
We've typed in our "ci ()". We cannot, as we might expect, simply type in "1:" and then proceed. The reason is that westlaw.com will ignore the colon as a final character and will retrieve every document having a 1 in the citation *regardless of where the 1 appears in the citation*. To avoid this problem, we type in the root expander "!" following the colon. This forces westlaw.com to pay attention to the colon because it is no longer the last character. It asks the system to find all instances where "1:" is followed by any other character in the citation field. Thus, we are assured of retrieving all documents from Title 1, and only those documents from Title 1.

Click on "Search".

Sure enough, our search result contains the 377 documents or rules in Title 1.

If by chance you are at this screen and want to enter a query to retrieve an entire Title but cannot remember the root expander, click on "Connectors/Expanders Reference List".

Search - Microsoft Internet Explorer

File   Edit   View   Go   Favorites   Help

Back | Forward | Stop | Refresh | Home | Search | Favorites | History | Channels | Fullscreen | Mail | Print | Edit

Address http://www.westlaw.com/search/default.asp?DB=nj-adc&RS=wLW2.06&VR=1.0&x=25&y=3   Links

westlaw.com™   copyright   Welcome to westlaw.com   GO   Sign Off   Feedback   Help

Search

Terms and Connectors Query Reference

Terms and Connectors
Natural Language

Connectors are symbols you place between search terms to specify the relationship between them. You can also use the root expander and the universal character to ensure that your search retrieves different forms of your search terms.

Scope

Click your browser's **Back** button to return to the Create Clip Entry page

Help

Connector	Symbol	Retrieves
AND	&	Search terms in the same document: **narcotics & warrant**
OR	(space)	Either search term or both: **car automobile**
Phrase	" "	Search terms appearing in the same order as in the quotation marks: **"attractive nuisance"**
Grammatical Connectors	/s	Search terms in the same sentence **design*** /s defect!**
		Search terms in the same paragraph

You will be taken to this screen. Scroll down.

The first term preceding the second by "n" terms (where "n" is a number)

+n   20 +5 1080

Documents not containing the term or terms following the % symbol

BUT NOT   %   **laminectomy % to(413)**

Use the % connector with caution, it may cause relevant documents to be excluded from your search result.

Root Expander
To retrieve words with variant endings, use the root expander (!). When you place an exclamation point (!) at the end of a root term, you retrieve all possible endings of that root. For example, **obey!** retrieves *obey, obeys, obeyed* and *obeying*

Universal Character
The universal character (*) represents one character. You can place the universal character within or at the end of a term. When you place the universal character within a term, it requires that a character appear in that position. For example, **fea*t** retrieves **feast** but not **feat**.

When you place the universal character at the end of a term, you specify the maximum length of that term. For example, **object***** retrieves *object, objects, objected, objective, objection* and *objecting* but not *objectionable*

You will come to the information you need to see what the Root Expander is and what it does.

Now let us assume that you are done with your research. You must then click on "Sign Off".

You will then see this screen which summarizes your research session. When this screen appears, you have been disconnected from Westlaw.
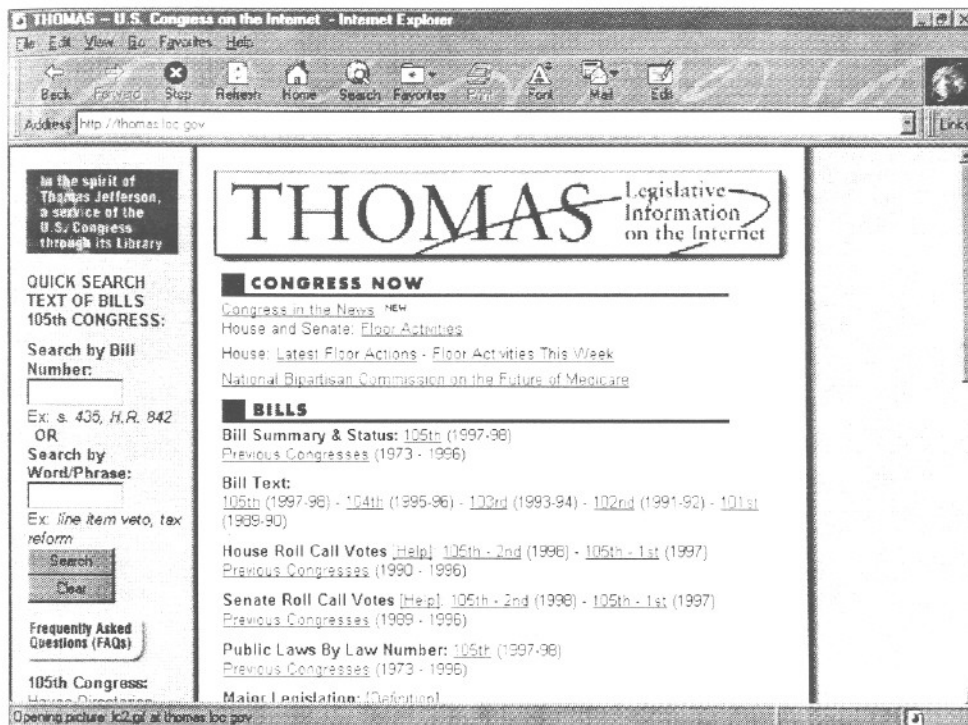
Earlier, we marked the Enter Query screen in the NJ-ADC (New Jersey Administrative Code) database as one of our Favorites. Let's see what that allows us to do.

Suppose you were on the Web somewhere else, or had just signed on to the Web and were at your home page.
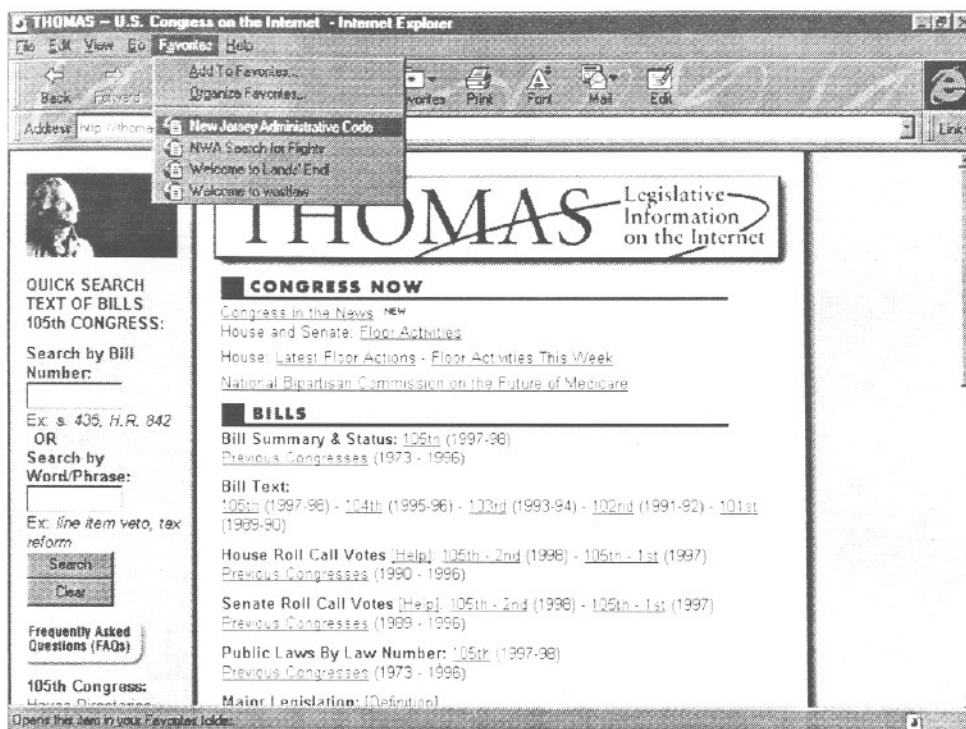
You could click on "Favorites" from the menu bar and then cursor down and click on "New Jersey Administrative Code".
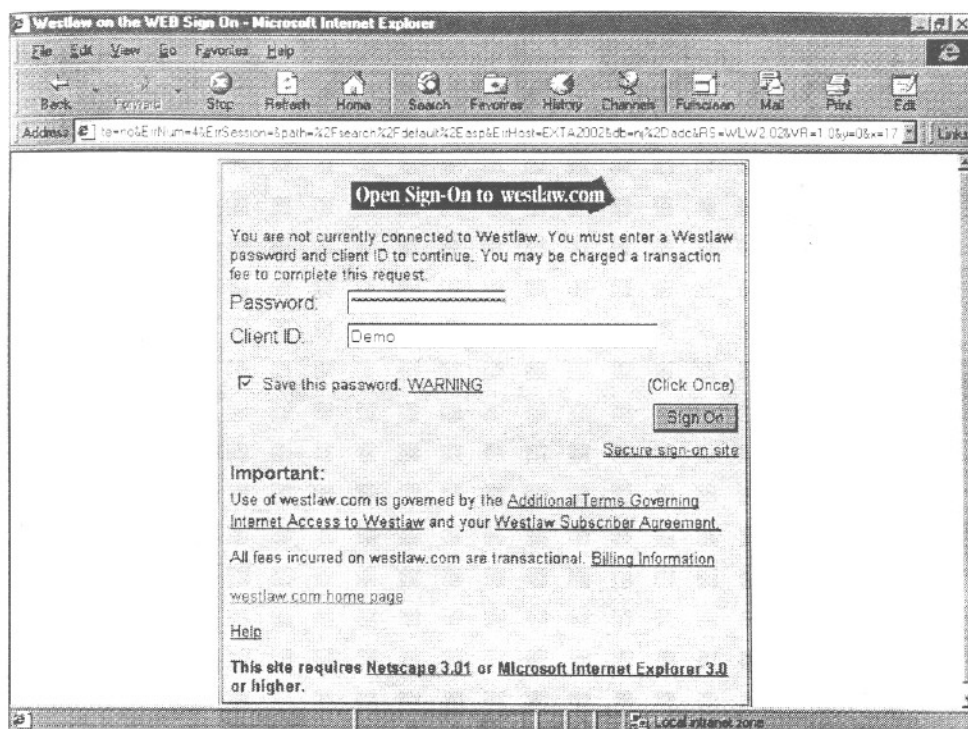
You will then be taken to the same Sign-On screen we saw earlier. Enter your Password and Client ID then click once on the "Sign On" button.
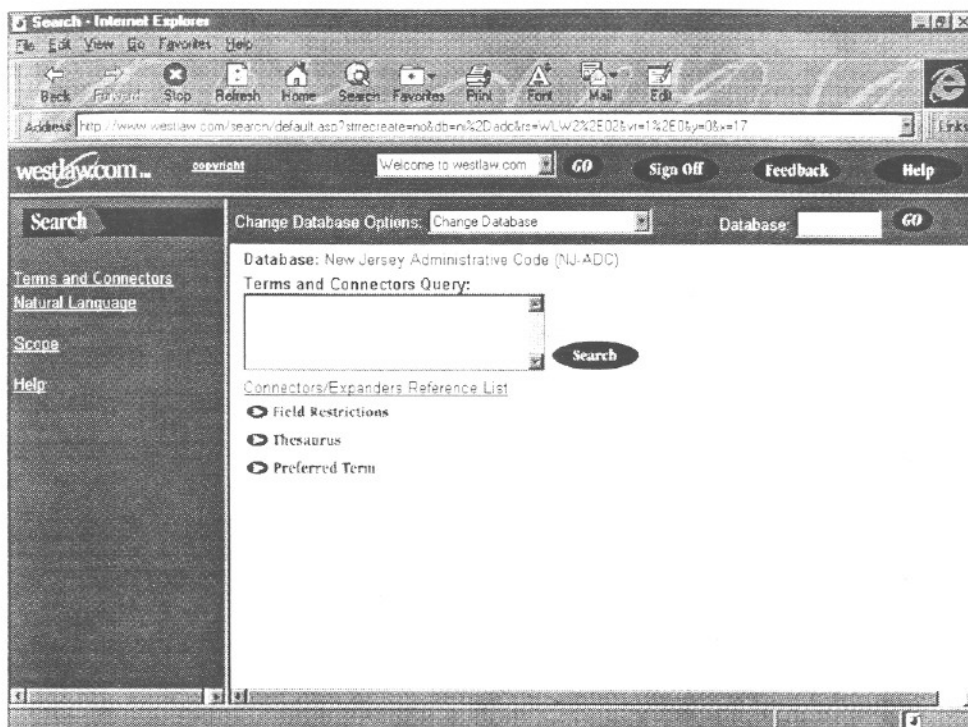
You will be taken directly to the"Enter Query" screen in the NJ-ADC database where you can begin your new research session.

Suppose that before you begin to do your research you want to find out what's in the New Jersey Administrative Code database right now--you want to know how current the database is. To do that, click on "Scope" on the left side of the screen.
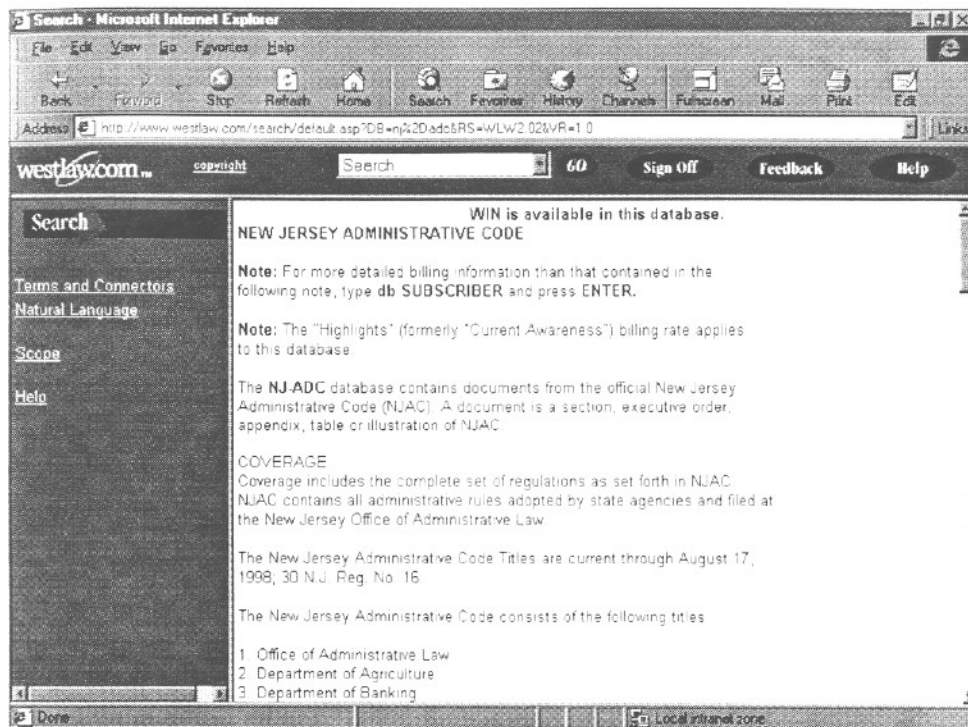
You are then taken to the Scope document which explains various things about the database. About three quarters of the way down the screen you will see a statement about how current the database is.

The Scope document contains other useful bits of information such as a listing of what kinds of documents are in this database. a listing if the Titles of the Code, and tips about formulating queries.

Now suppose you don't know the exact citation of the section of the Code you want, but you have an idea about the concept you want to know about. To do that, you would perform what is called a Natural Language search. This is a search in which you enter a question or concept using your own words. Westlaw, using logic built into the system, will take the information you enter and return a list of documents which it believes most represents the information you are seeking.

To do this, click on the "Natural Language" line on the left of the screen.
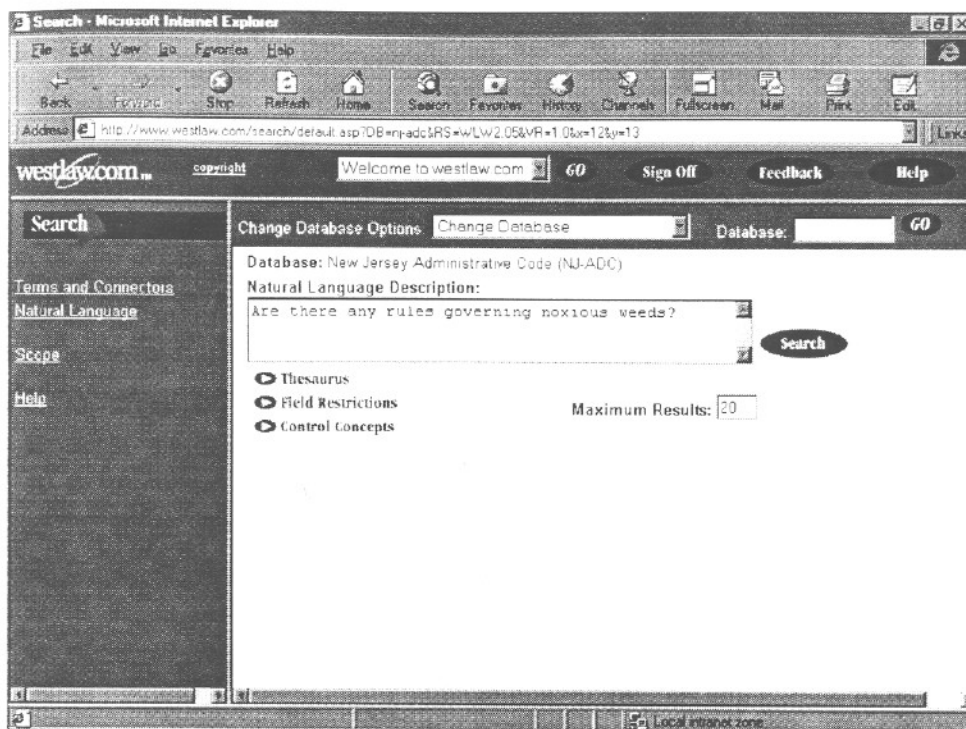
You will then see a screen containing a box in which you can enter your
question or concept. We will enter the question "Are there any rules
governing noxious weeds?" and then click on "Search."

File   Edit   View   Go   Favorites   Help

Back   Forward   Stop   Refresh   Home   Search   Favorites   History   Channels   Fullscreen   Mail   Print   Edit

Address http://www.westlaw.com/search/default.asp?RLT=CLID_QRYRLT120553&DB=nj-adc&Query=Are+there+any+rules+governing+noxious+w   Links

westlaw.com™   copyright   Welcome to westlaw.com   GO   Sign Off   Feedback   Help

Search Result

NJ ADC 2:21-4.3   ◀ Document 1 ▶

WL Print/ Download   Related Materials   Docs In Sequence

Edit Query

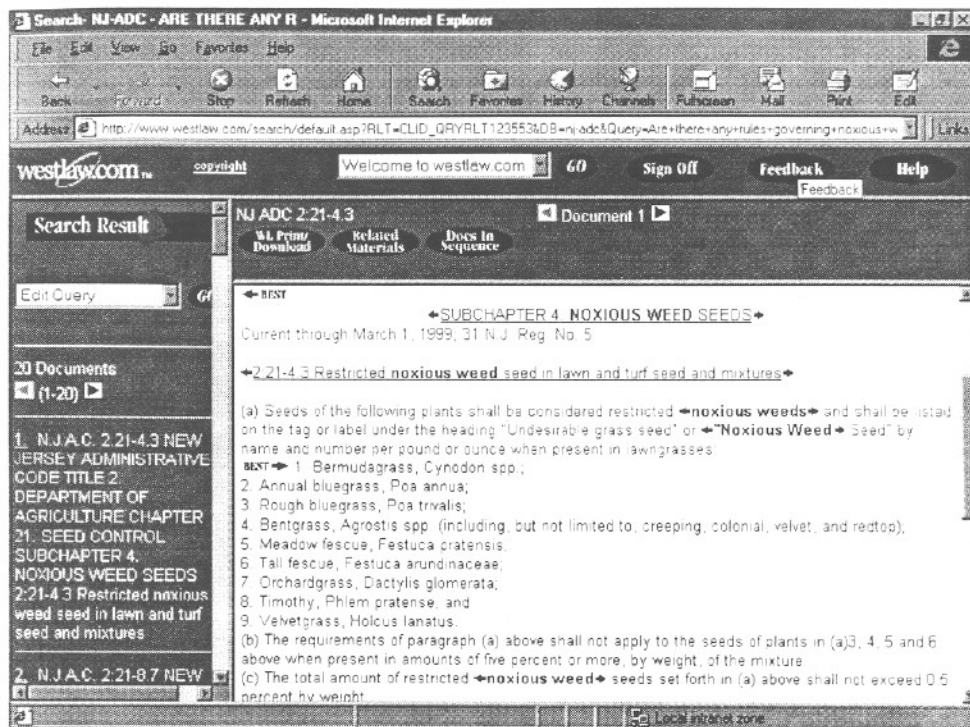20 Documents
◀ (1-20) ▶

1. N.J.A.C. 2:21-4.3 NEW JERSEY ADMINISTRATIVE CODE TITLE 2. DEPARTMENT OF AGRICULTURE CHAPTER 21. SEED CONTROL SUBCHAPTER 4. NOXIOUS WEED SEEDS 2:21-4.3 Restricted noxious weed seed in lawn and turf seed and mixtures

2. N.J.A.C. 2:21-8.7 NEW

Term ▶   Best Section ▶

TEXT

N.J.A.C. 2:21-4.3

N.J. Admin. Code tit. 2, § 21-4.3

NEW JERSEY ADMINISTRATIVE CODE
TITLE 2. DEPARTMENT OF AGRICULTURE
CHAPTER 21. SEED CONTROL

◀ BEST

◆SUBCHAPTER 4. NOXIOUS WEED SEEDS◆
Current through March 1, 1999, 31 N.J. Reg. No. 5

◆2:21-4.3 Restricted noxious weed seed in lawn and turf seed and mixtures◆

(a) Seeds of the following plants shall be considered restricted ◆noxious weeds◆ and shall be listed on the tag or label under the heading "Undesirable grass seed" or ◆"Noxious Weed◆ Seed" by name and number per pound or ounce when present in lawn grasses.

BEST ◆ 1. Bermudagrass, Cynodon spp.;
2. Annual bluegrass, Poa annua;

Local Internet zone

After the query runs, you will be presented with a list of the top ten documents which the computer has determined may be what you are looking for. The list of the documents is once again on the left of the screen, with the document the computer believes is the best fit listed first, the next best fit listed second, and so on. On the right you will see the top-ranked document.

If you click on the arrow pointing to the right just to the right of "Best Section" above the bar labeled "Text" you will be taken to that portion of the section which the computer believes is the most relevant portion of this document.

Here the screen has advanced to show the "Best" portion of the document at the top of the window.

If you decide this is not the document you want, you can scroll down the document list using the scroll bar for the left pane. If you decide you want to look at the fourth document more closely, click on the underlined number 4 in the document list.

If, however, you want to get an overview of all of the documents in Subchapter 4, click on any portion of the underlined "SUBCHAPTER 4. NOXIOUS WEED SEEDS."
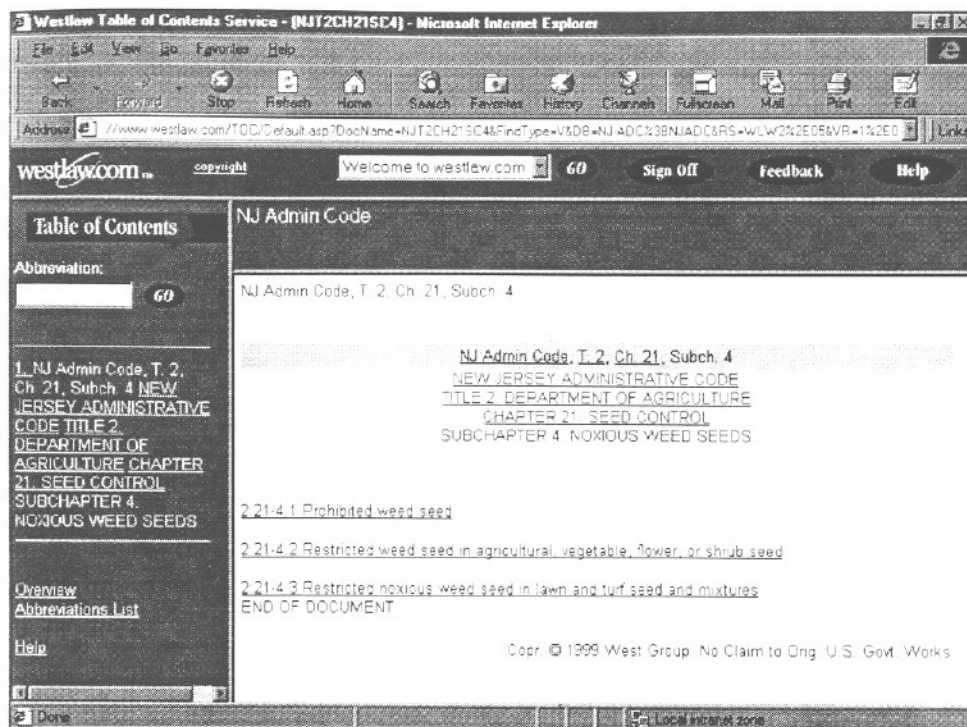
You are then taken to the Table of Contents Service. Here you see a list of the three sections that comprise Subchapter 4. To see the full text of any of the three sections, click on the underlined section.

To return to the previous screen, you would simply do what you'd do anytime you are on the Web and wish to go back to the prior screen--click on the "Back" button.

In conclusion,

Westlaw.com is an extremely powerful, versatile research tool.

Try it--we bet it will soon be one of your favorites, too.